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Introduction

The Idaho District Contact Information (IDCI) application has been completely redesigned. This new version of IDCI pulls all of its data from ISEE/Core, the "source of truth" data. All updates to contact and location directory information displayed in the IDCI application going forward must be submitted via ISEE Uploads and cannot be updated directly in the IDCI application as in the past. The advantage of this new IDCI framework is that all data is updated in, and accessed from, ISEE/CORE, facilitating greater accuracy and consistency of directory data across all of SDE.

District users must request assignment of the IDCI User role from their district Admin Tool user.

Login

1. Click the Log On link at the top right of the IDCI home page

2. On the Log On screen, select your organization from the drop-down selection list and click the "Continue to Sign In" button

3. On the Log On screen, enter your username and password and click the "Sign In" button

4. You will now see your username at the top right of the IDCI home page

Navigation

| Home	Search	Mailing Lists	Help

1. The IDCI Homepage navigation bar consists of four links:
    1.1. Home: Returns the user to the IDCI homepage from anywhere in the application
    1.2. Search: Takes the user to the Search page
    1.3. Mailing Lists: Takes the user to the external mailing lists that are available to the public
        1.3.1. Note: The Mailing Lists option originally did not require logging on to see, but was recently moved behind the logon.
    1.4. Help: Opens the IDCI Help file (this document)

Search

There are 3 different search types depending on what the user is looking for. Each search type is described below:

Quick Search

1. Quick search is intended as a quick reference telephone book
2. Quick search allows the user to find district and school contact and location information only
3. Quick search does not allow the export of search results
4. Selecting a district:
    4.1. Click the Select District drop-down list and click the desired district from the list
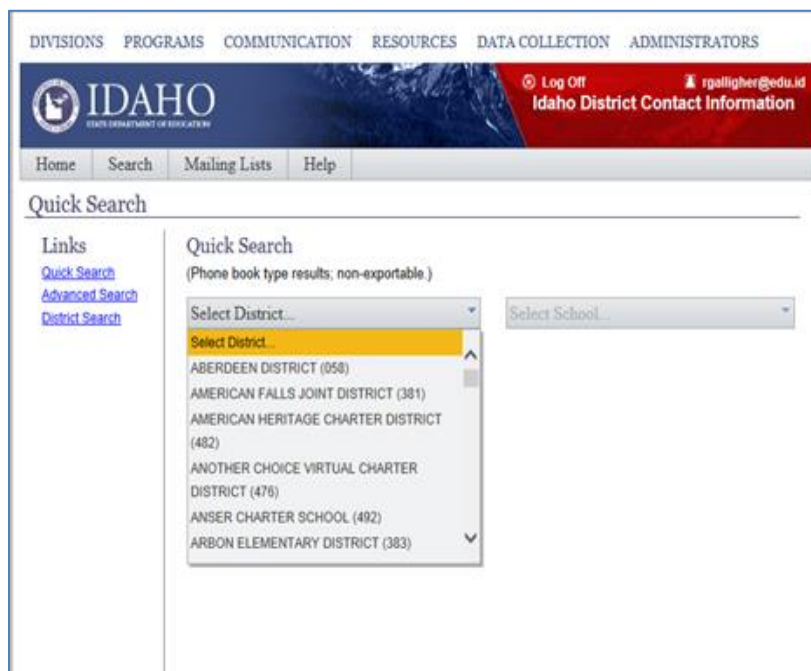
4.2. Selecting a district from the District drop-down list returns the selected district information including a map of the district office and a list of the district contacts

5. School Search

5.1. Once you have selected a district, you can then select a school from the "Select School" drop-down list

5.2. This school list is filtered for only schools associated with the selected district.

5.3. After selecting the school, the search results now populate with both the district information as well as the school information

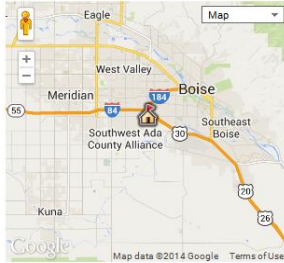5.4. To see the detailed contact card for any contact in the search results, simply click that contact in the results list and the contact card will open for that contact.
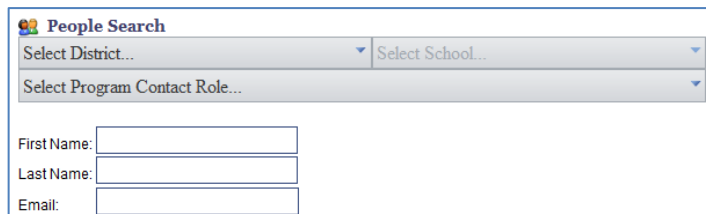

Advanced Search

The IDCI Advanced Search feature allows you to search, filter, and sort by different search criteria. Advanced Search also allows the export of all search results into numerous document formats including Microsoft Excel.
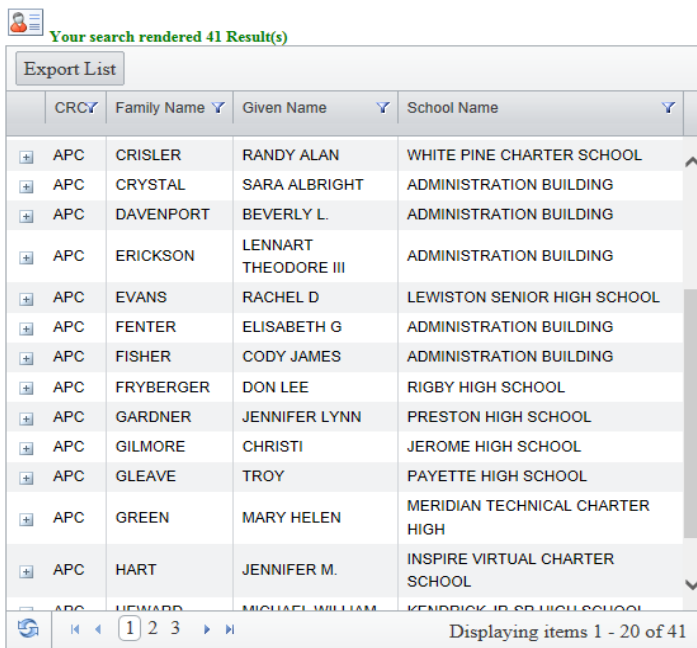
People Search

IDCI allows searching for people by district, school, Program Contact Role, First Name, Last Name, and Email address.

1. If you are searching by Program Contact Role, select the Program Contact Role you desire from the People Search drop down option

2. Click the Search button and the Program Contact Role selected for all Districts and all schools will display with the CRC, Contact Role Code, preceding the contact information
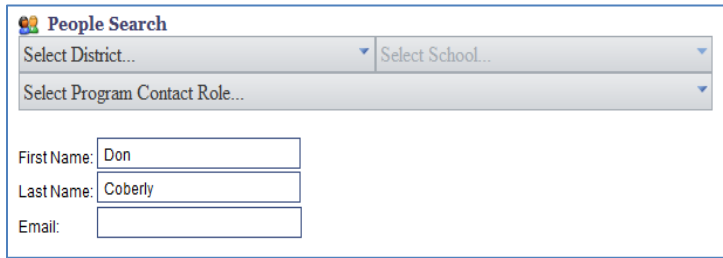

3. To see the detailed contact card for any contact in the search results, simply click the plus sign next to the name and the contact card will open for that contact
4. To produce a spreadsheet to copy email addresses, click on the Email List button
5. If you know the specific person you are searching for, the easiest method is to enter that person's first and last name in the appropriate search fields which will provide the most specific search result.
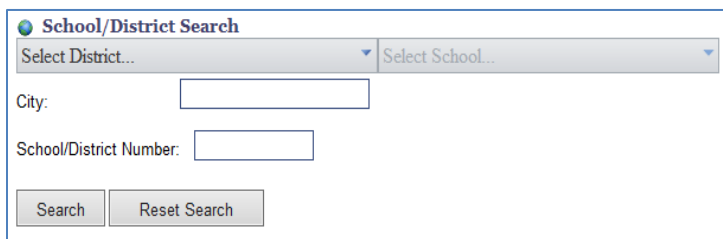
School/District Search
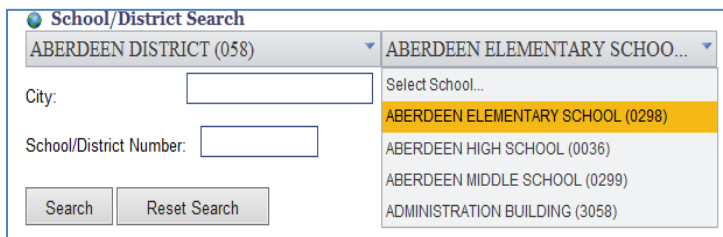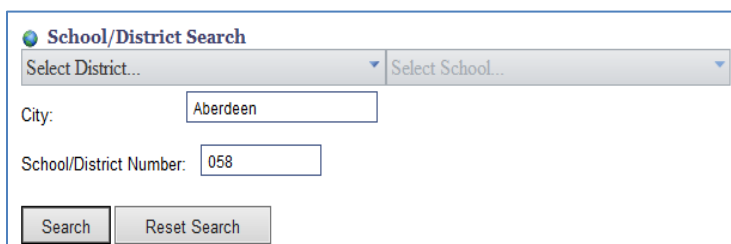
IDCI allows searching for people by district, school, city, and school/district number.

1. Selecting a district:

    1.1. Click the Select District drop-down list and click the desired district from the list

    1.2. Click the Select School drop-down list and click the desired school from the list

    1.3. If you know the specific city or school/district number you are searching for, the easiest method is to enter that city or school/district number in the appropriate search fields which will provide the most specific search result.

District Search

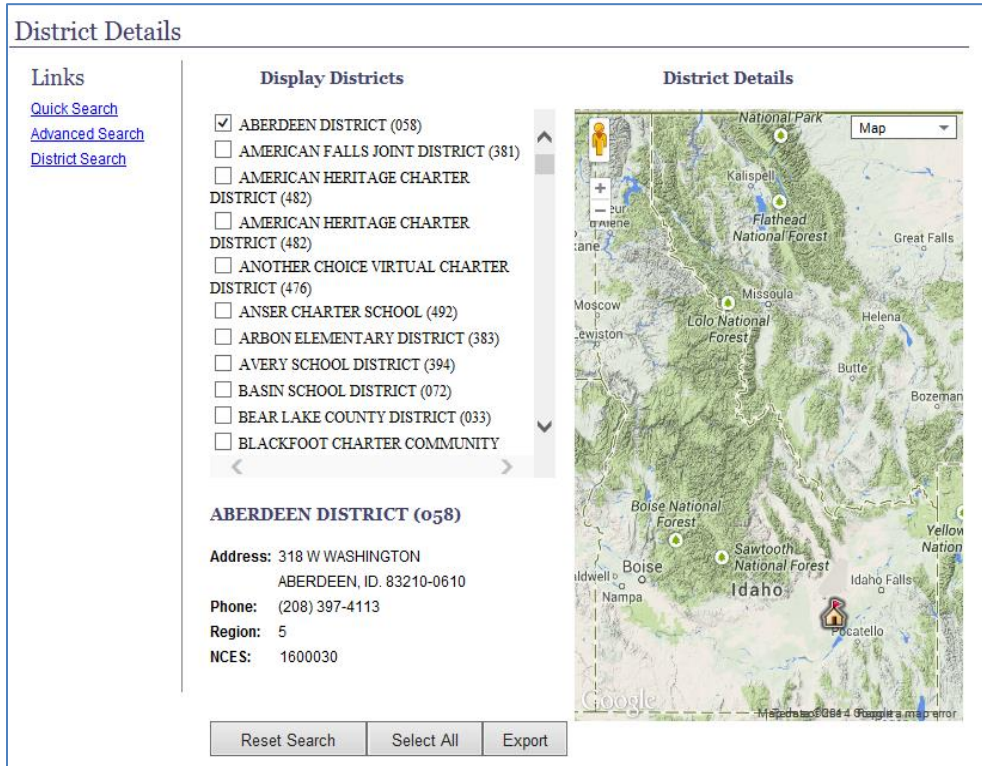The District Search feature provides the ability to select a district, view its information including location on a map

The District Details page displays a list of available districts in alphabetical order, an Idaho state map, a view pane displaying district information, and an options bar

The District Details options bar consists of three links:

1. Reset Search – Clears selections on the Display Districts list
2. Select All – Selects all displayed districts
3. Export – Exports to a spreadsheet all selected districts

Note – when more than one district is selected from the list, the last one selected will appear in the view pane.

Search Tips

The key to an effective search is providing the application as much information as you are able, to optimize the results of your search. This section provides some tips for getting the most effective search results from the IDCI application.

1. Less is NOT more
   1.1. You can perform a Quick search to look for a specific Program Contact Role in a district, but it would be more efficient to perform an Advanced Search and search not only by District and School, but also by Program Contact Role.
2. Targeting your search
   2.1. This can be performed in several ways, you can search by City or School/District Number. You can also search all districts for all Business Managers or all Superintendents in order to produce a list to obtain email addresses for a target publication.
3. Refining your search
   3.1. Specific search features produce information for a special task. For example, District Search results in a search that produces both physical and mailing address information. The Advanced Search produces School Number and NCES Number.

Mailing Lists

The Idaho School Mailing Lists displayed on this site can be exported and printed when displayed to screen. These reports include:
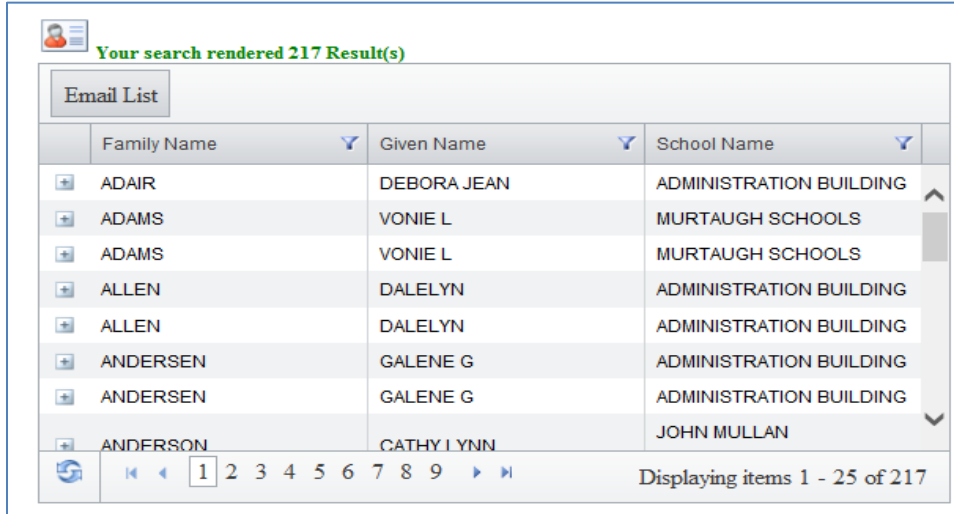
> Public District Superintendents
> Public Charter School Administrators
> Public School Principals
> Public Elementary School Principals
> Public Secondary School Principals
> Public Alternative School Principals
> School Counselors
> Public Superintendents Schools
> Homeless Liaison

Included on this page of mailing lists is the Educational Directory link that goes to the www.sde.idaho.gov web site.
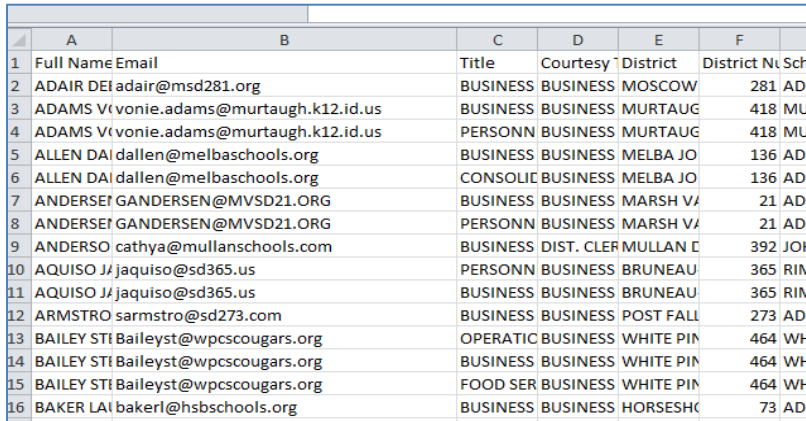
How to Create Email Lists

One of the IDCI's application main function is to produce contact mailing information for reporting publications to schools and districts. In the new IDCI application, an Email List option is available under the Advanced Search feature. The Email List option appears after a search has been performed for either a district, a Program Contact Role, or a combination of District, School, and/or Program Contact Role.
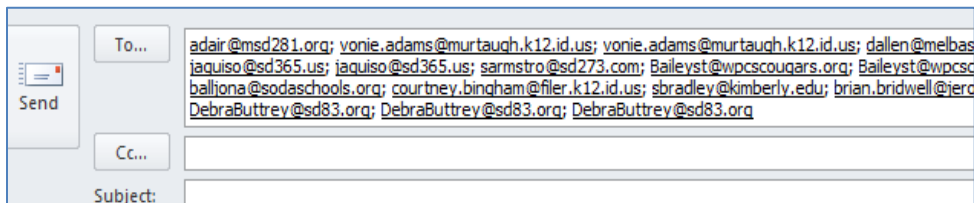

Clicking on the Email List button opens the search result in a spreadsheet format displaying the Email column values.

Copy and paste this column information into a new Outlook email message To field, then hit the Tab key on the keyboard and the email addresses will wrap.

How to Export Search Result Lists

There are several reports in the application that allow information to be exported. Any Advanced Search and District Search result can be exported. The reports under the Mail List menu can also be exported for later use. Exported data is in a spreadsheet format and can be manually modified for additional purposes. For example, if all district data is exported and only district phone numbers are needed, the district name and phone number can be copied from this file.

How to Update IDCI Information via ISEE

For the list of instructions and required Data Collection Elements in ISEE, please visit:
http://www.sde.idaho.gov/site/isee/requiredData.htm

Compatibility Mode Information

If you are using Internet Explorer, for optimal performance and functionality you must run in Compatibility Mode. To turn on Compatibility Mode in IE, go to the top menu bar and select **Tools.** From the **Tools** menu, select **Compatibility View.** You will now see a check mark in front of it indicating that Compatibility mode is on. Click on the **Tools** menu option again and the dropdown will close.